



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

REAL ESTATE ASSESSOR

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and administrative work in planning, organizing, and directing the comprehensive assessment and reassessment of real property in the County utilizing an established mass appraisal modeling approach – systematically appraising groups of properties using standardized procedures and regular statistical testing. Work also includes management and supervision of professional, technical, administrative and support staff. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact and courtesy when in contact with public officials, developers, contractors, and the general public. Work is performed under general supervision. Supervision is exercised over all department staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs complex professional and administrative work in planning, organizing, evaluating, and directing the appraisal, assessment, and annual reassessment of real property in the County and proper maintenance of accompanying records; responsible for the determination of fair market value and equalization of assessable real estate taxable and non-taxable; administers programs related to real property taxation, including Land Use; provides professional leadership and management of personnel, ensuring compliance with all laws, rules, regulations, associated with real property taxation; represents the Assessor's Office before the Board of Supervisors, Board of Equalization, property owners, and Courts. *(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Responds to citizen inquiries; serves as technical advisor to other County departments and professionals; prepares departmental budget; monitors expenditures;

Provides leadership for and oversight of general reassessment of all County real property, ensuring accurate and uniform assessments;

Plans, develops, implements and trains staff on the proper policies and procedures for mass appraisal of all property types, including commercial, industrial and residential appraisals;

Collects data and makes final reviews of property and applies such data to appraisal of land and buildings;

Makes final reviews and approves major technical or complex decisions of subordinates;

Confers with staff and subordinates on the effectiveness of assessment techniques and personally assists appraisers on unusual or complicated appraisals;

Assists in hearing appeals and requests for relief from assessments;

Supervises and conducts field reviews of assessments of real property and responds to inquiries concerning assessments;

Keeps abreast of local property value trends and considers these in the valuation process of staff;

Regularly trains subordinate appraisal personnel staff;

Develops annual budget and monitors all expenditures;

Acts as the County liaison to the Board of Equalization;

Represents the County as defendant and appears in court when assessments are under litigation;

Supervises daily functions of the Real Estate Assessor's Office;

Reviews and assigns building permits to be worked; inspects parcels to collect pertinent data; measures and records rough building sketch on building permits; completes a worksheet for each permit; records sketch and information on the property record card; calculates supplemental values;

Makes a visual inspection of property sales for validity; reviews current sales data via a ratio study to determine the greatest areas of value change;

Performs physical inspections of properties to determine present condition, proper classification, effective age and any physical characteristic changes to verify data used to derive assessments;

Analyzes market data to update cost tables, depreciation tables and land value tables; tests market data via computer on

samples of properties from the sales pool to validate tables;
Prepares new assessments for all parcels as needed; records new assessments on the property record cards; assists in the mailing of reassessment notices; assists in the preparation of the Land Book;
Hears all appeal requests and makes changes if needed; provides Board of Equalization any information necessary to evaluate and decide cases;
Supervises, trains and evaluates departmental staff;
Coordinates damage assessment evaluations after a disaster;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the modern principles and practices of real property assessment, particularly mass appraisals; comprehensive knowledge of the methods and modern techniques of appraising real property; thorough knowledge of laws, rules and regulations covering real property appraisal and assessment, including the State Land Evaluation Advisory Council (SLEAC) regulations, the Uniform Standards for Professional Appraisal Practice (USPAP) and the Assessment Standards of the International Association of Assessing Officers (IAAO); coordinating the proper designation and valuation of land uses through knowledge of land use taxation laws; ability to interpret laws and ordinances; thorough knowledge of modern building construction practices and building materials; ability to analyze factors which would tend to influence the value of property and to exercise sound judgement in the determination of property values; ability to prepare well-written, clear and concise reports; knowledge of basic research techniques and statistical analysis; ability to establish and maintain effective working relationships with other governmental officials and the general public; skilled in workforce planning, goal-setting, management, counseling, coaching, mentoring, and evaluating; ability to professionally defend appraisals to property owners, the Board of Equalization, and the Courts, as necessary.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, economics or related field and extensive experience in the management of real estate assessment operations. A minimum of ten (10) years of real estate assessment work experience for a Virginia locality, or equivalent, preferably including some supervisory capacity. A minimum of seven (7) courses from the International Association of Assessing Officers (IAAO), or approved equivalent, to include:

IAAO Course 101: Fundamentals of Real Estate Appraisal
IAAO Course 102: Income Approach Valuation
IAAO Course 112: Income Approach Valuation II
IAAO Course 201: Appraisal of Land
IAAO Course 300: Fundamentals of Mass Appraisal
IAAO Course 311: Residential Modeling Concepts
IAAO Course 400: Mass Appraisal Practices and Procedures

Additionally, a fifteen (15) hour course approved by the Appraisal Foundation in the Uniform Standards of Professional Appraisal Practice (USPAP) is required.

Possession of a designation as an assessor from a recognized organization such as the International Association of Assessing Officials (IAAO), or the Appraisal Institute; (examples include, Certified Assessment Evaluator (CAE) or Assessment Administration Specialist (AAS) is preferred.

SPECIAL REQUIREMENTS:

A Certified General Real Estate Appraisal license issued by the Commonwealth of Virginia, and the ability to be certified by the Tax Commissioner to perform annual reassessments in accordance with the Code of Virginia, Sec. 58.1-3253